

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

3 November 1969

To: All Training Officers of the Agency

ADVANCED MANAGEMENT (PLANNING) (4-70)

DATES 14 - 19 December 1969 (Sunday afternoon - Friday afternoon)

LOCATION [REDACTED] 25X1A

OBJECTIVES To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14.

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system.

25X1A

[REDACTED]  
Inc., this course features active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

(Over, please)

SECRET

PRECOURSE WORK	Approximately 20 hours. Material to be sent out on or about Wednesday, 26 November 1969.
REGISTRATION	Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 19 November 1969. No substitutions to be made after that date because of extensive precourse work requirements.
TRAVEL ORDERS AND COST	Responsibility of participating 25X1A office.
ADDITIONAL INFORMATION	On course content, call ext [REDACTED] On registration, extension [REDACTED]

SECRET